



industrial security

*Asis
Archives*

Vol. 3, No. 3

JULY, 1959

L. EUGENE ROOT

OFFICIAL PUBLICATION
OF THE
american society
for
industrial security



LOCKHEED AIRCRAFT CORPORATION

MISSILES and SPACE DIVISION • SUNNYVALE, CALIFORNIA



To The Members of the American Society
for Industrial Security:



The security of the United States today depends upon our matching or surpassing the technological power of any would-be aggressor in the world.

Today this effort is most critical in missile science and in exploration of the frontiers of space. But in 1959, all science and technology has a primary relation to our survival.

We know that if our enemies across the world outstrip us in scientific development, they will overcome us in all areas -- political, economic, and military.

In this framework, the responsibility of Industrial Security organizations reaches truly enormous proportions. To hold our place in the world, we badly need people to work on the very edges of the new technology. We need just as critically the people who protect these advances in knowledge and capability. Yet this nation's vital information must be protected without impairing the flow of necessary scientific information.

The country's Industrial Security organizations have worked hard and effectively to carry this critical responsibility. They should be proud of their efforts, ready for the challenges of the future.

L. Eugene Root
Vice President and General Manager

★ industrial ★ security

Vol. 3, No. 3

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ASIS CONVENTION/SEMINAR

Information . . .



DONALD W. DOUGLAS, JR.
Keynote Speaker

Donald W. Douglas, Jr. Keynote speaker, was named president of the Douglas Aircraft Company in October 1957. He began his career early at basic industry levels in order to gain experience in almost every phase of the airframe manufacturing business. He joined the company in October, 1939, after completing engineering studies at both Stanford University and Curtiss-Wright Technical Institute. He was appointed, in May, 1943, director of the testing division where he supervised flight tests of numerous types of aircraft; and type certification testing of others. Mr. Douglas was elected a vice president on Jan. 23, 1951; and was elected a director of the company on July 15, 1953. Mr. Douglas' natural interest in youth and youth guidance programs developed along with the growing social and community responsibilities he experienced as a business leader.



RONALD REAGAN
Banquet Speaker

Ronald Reagan, who will be the principal speaker at the banquet, is host, program supervisor, and frequent star of THE GENERAL ELECTRIC THEATER. He is shown here in a scene familiar to millions of viewers of the Sunday night television series on CBS Television. A motion picture veteran and popular television personality, the personable Reagan also is one of Hollywood's most respected figures. He is a public-minded citizen, an active participant in civic affairs, and is an ambassador of good will during his many national tours on behalf of the General Electric Company's employee and community relations program.

Dignity without affectation, a sincerity that rings true. Couple these personal attributes with a frank, boyish grin and a proven acting talent and it sums up the best-face-forward that has made Ronald Reagan one of the most popular and successful figures in show business.

**TENTATIVE AND INCOMPLETE PROGRAM
FIFTH ANNUAL CONVENTION/SEMINAR
OF THE AMERICAN SOCIETY FOR
INDUSTRIAL SECURITY**

September 22-23-24, 1959

THEME:

"Good Industrial Security is Good Business"

**The Ambassador Hotel
Los Angeles, California**

Monday, September 21, 1959

Registration
Setting up exhibits
8:00 a. m. to 5:00 p. m.

Tuesday, September 22, 1959

Registration
8:30 a. m.
Exhibits open
9:30 a. m. Opening ceremonies and officers' reports
11:00 a. m. Keynote address by Donald W. Douglas,
President of the Douglas Aircraft Company

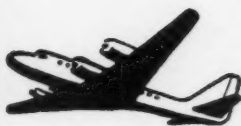
(Continued on page 16)

TRANSMISSION OF CLASSIFIED INFORMATION AND MATERIAL

By HILBERT M. CARSON, SPECIALIST — PHYSICAL SECURITY

Security Officers throughout industry and the military have long been confronted with the problem of interpreting the phrase "Protected Commercial Express" as it appears in the section on methods of transmitting classified information and material in the Industrial Security Manual for Safeguarding Classified Information. The multiplicity of interpretations has resulted in inconsistencies and certain inequities among the various Department of Defense contractors, cognizant security offices and contracting officers.

In 1958 it became apparent that it would be beneficial to all parties concerned to conduct a complete re-evaluation and study of this phrase to clarify our thinking and to redetermine all methods of shipping classified information and material which would afford the material the degree of protection commensurate with the assigned security classification. This was done and our findings were prepared in report form. Appropriate credit is due to Mr. A. Tyler Port, Director of the Office of Security Policy, Office of the Assistant Secretary of Defense, for his assistance in reviewing our report. Credit should also be given to Mr. Walter Stone of the Utica, New York office of the Railway Express Agency for his invaluable advice and assistance in regard to his company's regulations. It was gratifying to be advised by Mr. Port that the results of our study are consistent with the policy of the Department of Defense.



Reprinted here are the results of the study regarding shipments of classified information and material on other than Government Bill of Lading.

"It's a secret razzle dazzle, approximately 18" x 2' x 3". We have to get it from our New York Office to our Los Angeles Office by tomorrow noon and no later. I don't care how its done, all I know is its gotta be there!"

As a Security Officer you know there are three prime considerations. First, you know that classified material must be adequately protected enroute and so only an authorized method of shipment may be used. Secondly, you know that the method decided upon must be rapid enough to get the "razzle dazzle" across the United States by noon tomorrow. Thirdly, you know that consideration must be given to the costs involved in relation to the methods available and the time factor.

How do you make your decision as to which method to use?

1. *Shipments Via Air*—There is only one acceptable method of shipping bulk material via air — *Air Freight "Signature Service."* This method should

not be confused with either Air Express or Railway Express "Protective Signature Service," neither of which provides the degree of required protection.

Air Freight—Air Freight differs from Air Express in that an airline, by making formal application to the Government, may be granted a special "tariff rate structure" for shipments of air freight via "Signature Service." Also, *Air Freight* is a feature of the airline company involved while *Air Express* is a feature of the Railway Express Company which in turn places material aboard an airline. There is not the same direct relationship between the contractor and the airlines when using Air Express as there is when Air Freight "Signature Service" is utilized.

Air Freight "Signature Service" is a more expensive service than Air Express but does provide for greater protection for the classified material

(Continued on page 20)

News about Fire

from the NATIONAL FIRE PROTECTION ASSOCIATION

Devastating major fires struck American property at the rate of almost one a day during 1958.

Almost \$295,000,000 worth of buildings, industrial installations, forests and other property in the United States and Canada was wiped out by 356 "large loss" fires in 1958.

On 64 occasions, one million dollars or more went up in smoke in a single fire.

The figures on major fires—those with individual losses of a quarter million dollars or more—show a reduction in both number and total cost from the previous year.

The 1957 record, with 422 fires costing almost \$350,000,000, was the worst in history in terms of dollar losses.

While the 356 major fires included in the 1958 report represent less than one per cent of all fires during the year, they were responsible for approximately 20 per cent of the entire annual dollar loss from fire.

According to estimates reported earlier by the NFPA, devastation by fires of all sizes in 1958 came to a record-shattering total of \$1,305,000,000 in the United States, and \$180,000,000 in Canada. Fire deaths exceeded 12,000, all but 620 of them occurring in the United States.

The dollar loss totals do not take into account the tremendous indirect cost of fire waste which cannot be measured in money.

The annual analysis of large loss fires was prepared by the organization's Fire Record Department.

Of the 291 fires involving buildings, refineries and outdoor industrial facilities, 261 occurred in the United States and 30 in Canada.

Industry made the greatest stride in reducing losses from major fires. The number of industrial plants involved dropped from 125 in 1957 to 85 in the past year, with a reduction of almost \$42,500,000 in dollar cost. The 1958 loss was \$52,260,000.

Percentage-wise, the largest drop was a 73 per cent reduction in major church fires—from 15 the previous year to 4 during 1958. Major school and college fires were down also, to a total of 17 with losses of about \$6,500,000 a reduction of approximately \$900,000 from the previous year. There were no fatalities in these fires. The record did not include the Chicago school fire of last December, since property loss there was under \$250,000.

Sharply counter to this trend was a rise in major store fires. Losses were up more than \$11,000,000 to a total in excess of \$37,000,000 and the number rose from 58 in 1957 to 81 last year.

According to the NFPA analysis, both construction weaknesses and absence of protective sprinkler and alarm systems were mainly the reasons why minor fires got out of hand and became major losses.

Automatic sprinkler protection would have prevented 239 of the 286 large loss building fires. In 151 cases discovery and fire department notification were delayed because there were no sprinklers, alarm systems or watchmen.

Structural weaknesses ignoring fire safety standards included missing division walls, unenclosed stairwells and elevator shafts. These were major factors in allowing fire to spread throughout the building instead of confining it near the area of origin.

The NFPA described its analysis of large loss fires as a record of the "major fire protection failures of the year—the errors of judgment, the equipment that didn't work, the planning that was never done."

The key to elimination of such major losses is the limitation of the amount of property exposed to destruction in a single fire. This can be done through proper design of buildings and other structures, and through use of protection equipment like automatic sprinklers and alarm systems.

The international organization called on property owners as well as architects, engineers, fire protection officials and insurance people to discharge their responsibilities to make and keep property fire safe.

The largest single fire loss in either the United States or Canada during 1958 was the crash fire of a B-52 bomber at Ellsworth Air Force Base, South Dakota, on February 11. Damages totaled in excess of \$10,000,000.

The \$9,000,000 refinery fire at Signal Hill, California, on May 22 was the second largest property damage loss.

Canada's largest, aside from a forest fire, was the destruction of an aircraft hangar and five planes at Rimouski, P. Q., on July 13, at a cost of more than \$1,400,000.

Aircraft fire accidents took a toll of 195 lives in 1958, with damages totaling \$129,550,000—an average of about 4 persons killed and close to \$2,600,000 damage for each of the 50 accidents. This compares with 222 lives lost and \$108,665,000 damage in the 62 accidents of 1957.

Nine major forest fires were reported for the year, half as many as in 1957. Losses in 1958, were under \$7,000,000 in contrast to the more than \$32,000,000 in timber and property destroyed the previous year.

(Continued on page 18)

**MISSILE
TRACKING**

SEA-LAB



This huge antenna is part of an electronic and optical system that RCA installed and is operating on the S.S. American Mariner. The purpose of the equipment, for which the ship has been refitted, is to provide the most precise data yet obtained at sea on missile flights over a range extending from Cape Canaveral, Fla., to the area of Ascension Island. The project is

sponsored jointly by the Advanced Research Projects Agency, Department of Defense and the Army Ordnance Command. A scientific staff—most of them RCA personnel—will operate the equipment and report on missile performance from descent from space to final plunge, the data to be shared by all branches of the armed services.



Tmk (s) ©

RADIO CORPORATION of AMERICA

DEFENSE ELECTRONIC PRODUCTS

CAMDEN, N. J.



The President's Page

It has become increasingly apparent in recent years that it is necessary and important for modern industry to emphasize industrial security.

Industrial security must be given the same support and status as other administrative departments if it is to make a significant contribution to the success of any organization. The security administrator must have adequate tools with which to work and be recognized as an integral part of the management team. Otherwise, he will find himself in the position of being held responsible for his program without proper management input concerning the operation of the organization. This same backing is also necessary to insure that corrective actions are taken and that changes made through the supervisory chain, when needed, to continue an effective program.

Management must take a positive interest in industrial security, and should clearly demonstrate the existence of management support to employees of all levels. Employees must, in this way, be motivated to recognize the importance of industrial security, because their cooperation and assistance is essential to the success of any program.

The security administrator must also be clearly shown that he has the necessary support to do his job. This can be done by assigning him adequate authority and responsibility for the security operation in definitive policy statements.

Organizations which have taken a positive management interest in industrial security and have given proper support to the security administrator have found the results are rewarding. The most substantial benefits are generally found in savings which are reflected in the profit and loss statement and in improved customer, public, and employee relations.

The American Society for Industrial Security realizes it has a duty to assist in the continuing growth of industry. It also feels industrial management must be continually made aware of the benefits to be derived from an adequately supported industrial security program. In addition, the Society is well aware that its members must be properly instructed

to understand that management backing is essential.

The Society feels it can make a significant contribution to industry across the nation by planning all its activities and objectives so as to make both its members and management constantly conscious of the need to emphasize the industrial security activity.

—Richard J. Healy

NEW DEFENSE AGAINST FIRE

Resume of remarks made by Dr. Leroy W. Shuger on June 5, 1959, during the NFPA's Annual Meeting.

A new defense against the spread and danger of fire are more effective fire retardant paints.

Recent developments in the material have improved it to a point where it opens tremendous new possibilities in protecting both people and property from fire.

Tests indicate that when the paint is spread on the walls and ceiling of a room or corridor, it will resist the spread of flame and formation of smoke for periods of as much as 45 minutes to one hour, Dr. Shuger stated.

The paint does its protection job by expanding into a thick, puffy wall of insulation when exposed to the heat of fire, explained Shuger. "It acts to protect the surface under it against the heat of fire, and in addition, flame spread is stopped at the point of contact with the paint."

Fire retardant paints have been thoroughly laboratory-tested and their use is steadily increasing in military installations, schools and other public institutions. Recent improvements have made the paint as attractive, durable and as easy to apply as conventional paints, the speaker said.

He urged that fire protection people seek out applications where fire retardant paints might provide increased safety.

"These paints are a new and effective tool for the furtherance of fire protection," Dr. Shuger concluded.

The **CASE** of the **DOUBLE ALARM**

THE FOLLOWING IS AN ACTUAL CASE HISTORY—AN EXAMPLE OF HOW "SILENT SOUND"—ONE OF SCIENCE'S MOST EFFECTIVE THIEF-TRAPS IS AIDING POLICE IN THEIR FIGHT AGAINST CRIME. ONLY THE NAMES HAVE BEEN CHANGED.



The "secret" was ultrasonic sound—flooding the office at a frequency too high for the human ear to detect. The moment the burglar entered the plant office his movements altered the frequency, triggered the alarm. When the police arrived he hid above a false ceiling and didn't move until 6:10 when he crawled out. Again, his movements tripped the alarm.

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PROFESSIONALISM and . . . YOU!

Address by Dr. C. E. Scholl, Manager of Personnel Administration Services, Burroughs Corporation, before the April meeting of the Detroit Chapter of ASIS.

"I hold," said Bacon, "every man a debtor to his profession, from the which as men do of course seek to receive countenance and profit, so ought they of duty endeavor themselves, by way of amends, to be a help and an ornament thereunto." To Bacon the term profession indicated certain vocations with peculiar characteristics, and in this sense it has been in use for centuries. Moreover, in Bacon's day the term was full of content, indicating the profound interest which these vocations had already aroused. During the last century there has been a quickening of interest; and to the public and to the members of the profession alike the term is pregnant with meaning.

Of late years the interest of the public in professionalism has become more direct and immediate, because numerous practical problems relating to the organization of the profession and to the availability of professional services have had to be faced.

There is no more agreement about the boundaries of professionalism than there is about its value. There are certain vocations of ancient lineage which by common consent are called professions; law and medicine among the foremost. There are many other vocations which, though more recently and therefore less firmly established, are nevertheless usually granted professional rank; such vocations as architecture, engineering, chemistry, and accounting, for example. Looking farther afield, we discover vocations upon which the state has imposed a form of organization similar to that which it has imposed upon some typical professions. And lastly, we also discover vocations which have built up voluntary organizations, closely resembling those found among established professions.

If we refer to the dictionary we find that profession is defined as: a vocation requiring knowledge of some department of learning or science, especially one of the three vocations of theology, law, and medicine (formerly known specifically as the professions or the learned professions.); or the body of persons engaged in an occupation or calling. A professional is a person following an occupation as a means of livelihood or for gain; a person engaged in one of the learned professions; a person following as a business an occupation ordinarily engaged in for amusement or recreation or as a pastime, such as a professional golfer; or a person making a business of something not usually regarded as a business, a professional politician, for example. And professionalism

is: professional in character, spirit, or methods; or the standing practice or methods of a professional as distinguished from an amateur.

In *The Professions*, Carr-Saunders and Wilson declined to attempt any definition beyond the limiting of their survey to a group of vocations which bear a greater or less resemblance to the acknowledged and ancient professions of law and medicine. They observed that they could not improve on the following: "a vocation in which a professed knowledge of some department of learning or science is used in its application to the affairs of others or in the practice of an art founded upon it." They went on: a profession is "any body of persons using a common technique who form an association the purpose of which is to test competence in the technique by means of examination." This definition places all the emphasis upon organization. It enables us to call librarians, statisticians, and occupational therapists professionals.

Having investigated various definitions, let us turn our attention to some of the criteria used to qualify a vocation as a profession.

1. There is a body of knowledge or of skill held as a common possession and extended by a united effort.
2. There is an educational process based on this body of knowledge, in the ordering of which the professional group has a recognized responsibility.
3. There is a standard of professional qualifications for admission to the professional group, based on character, training and proved competence.
4. There is a standard of conduct based on courtesy, honor, and ethics, which guide the practitioner in his relations with the public, clients, and colleagues.
5. There is formal recognition of status by one's colleagues or by the state as a basis of good standing.
6. Finally, there is the organization of the professional group devoted to its common advancement and its social duty rather than the maintenance of an economic monopoly. Professional status is therefore an implied contract to serve society over and beyond all specific duty to client or employer in consideration of the privileges and protection that society extends to the profession.

(Continued on page 26)



One is choice, the other isn't.

IT'S DIFFICULT TO TELL THE DIFFERENCE WITHOUT CLOSE INSPECTION

The right selection requires full facts on a variety of features. This is also true in the employment of personnel in defense-connected industries. Capacity, potential and desirability can influence the strength of our country's world position.

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The violin on the right is an original 17th century Guarnerius usually used in concerts by such masters as Kreisler, Heifetz, and Hilsberg. It's value is over \$5,000.00.
The violin on the left is an 18th century German instrument, valued at \$50.00.



SECURITY AIDS FOR MANAGEMENT

By CAPTAIN MICHAEL ROMPILLA



Captain Michael Rompilla is currently assigned to Office of the Assistant Chief of Staff, G2, MDW as Assistant Chief Security Division for Industrial Security. Capt. Rompilla was co-author of a previous article "Security Requirements" which was published in the July 1958 issue. Additional credit for work on this guide goes to MDW Industrial Security Inspectors Mr. John G. Searle and Mr. Frederick J. Kraus. In addition, assistance was received from Lt. Col. William H. Woodford Acting AC/S, G2 MDW and the following members of the MDW Industrial Security Branch:

Mr. Louis A. Hennessy, Mr. Carl F. O'Neal, Mr. Robert R. Donlan and Mr. Frank L. Durkee II.

The Military District of Washington, U. S. Army, recognizes the fact that a good security program is of paramount importance in assisting industry in the safeguarding of classified defense information. The Industrial Security Manual is part of the agreement signed by management for the purpose of establishing uniform security practices within industry.

During the past years, a problem area in administering the industrial security program conducted by the MDW has been to obtain from management a complete and adequate Standard Practice Procedures Manual as required by the Department of Defense Security Agreement.

In order to guide and assist management in the preparation of a Standard Practice Procedures Manual, the Industrial Security Branch, AC of S, G-2 MDW recently compiled a "GUIDE FOR THE PREPARATION OF A STANDARD PRACTICE PROCEDURES MANUAL" and distributed it to the industrial facilities under the security cognizance of the MDW. To date, this guide has been very well received and appreciated by industry.

The primary objective in preparing this guide was to assist industry in improving the industrial security program within the MDW. In addition this guide will serve as a security aid for management in preventing unnecessary security violations.

We feel that MDW has taken a step in the right direction in making the industrial security program more effective.

GUIDE FOR THE PREPARATION OF A STANDARD PRACTICE PROCEDURES MANUAL

Pursuant to the provisions of Section I of the Department of Defense Security Agreement entered into with the United States Government through the Department of the Army, and in compliance with paragraph 5q of the Industrial Security Manual for Safeguarding Classified Information, dated 21 September 1956, the following procedures constitute the Standard Practice Procedures Manual for (ENTER NAME AND ADDRESS OF FIRM AND FACILITY).

SECTION I GENERAL

The Scope, Applicable Federal Statutes and Executive Orders, and Definitions as outlined in Section I of the Industrial Security Manual shall apply to all personnel.

The Industrial Security Branch, Office of the Assistant Chief of Staff, G2, Headquarters Military District of Washington, Temporary Building T-7, Gravelly Point, Washington 25, D. C., is the designated Cognizant Security Office for this facility.

It shall be the responsibility of management to designate a Security Officer who shall in turn be responsible for the initiation, implementation, application, administration and supervision of all security requirements as set forth in the Department of Defense Security Agreement, DD Form 441, and the Industrial Security Manual for safeguarding Classified Information, Attachment to DD Form 441. Formal written designation of the Facility Security Officer shall be appended to the Record Copy of this manual.

GENERAL REQUIREMENTS: (This paragraph must contain detailed and specific implementation instructions for the general requirements as set forth in Paragraph 5, Section I of the Industrial Security Manual.)

REPORTS: It shall be the responsibility of the Facility Security Officer to prepare for submission to the Cognizant Security Office all reports required by Paragraph 6, Section I of the Industrial Security Manual, and for the preparation and implementation of the facility's Standard Practice Procedures Manual. (NOTE: The Facility Security Officer will need to be conversant with the requirements of the Security Agreement and the Industrial Security Man-

(Continued on page 32)

THE GLOBE

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PHOTOGRAPHY...



...IN EMERGENCIES

By PHILLIP C. WOLZ

The single word "documentation" sums up the important role of photography in disasters and similar emergencies.

Complete documentation of catastrophes is essential for several reasons. The most important is to provide a record for study leading to improvement in the control and handling of future emergencies. Thorough photographic coverage indicates the value of safety methods which proved successful, and points out errors to avoid.

A second reason lies in the legal aspects of an emergency. Documentation aids settlement of claims relating to property damage and to injury, particularly when questions as to proper handling of an injured person arise.

A third important documentary use of photography is in the identification of dead and injured persons.

Aside from documentation, photography also aids treatment of the injured. It serves for x-ray examination for diagnosis of injuries, for example. And a continuing series of photographs of injury to the skin or features can aid in following the course of treatment, in evaluating medical treatment, and as a guide for the plastic surgeon.

Still Photography

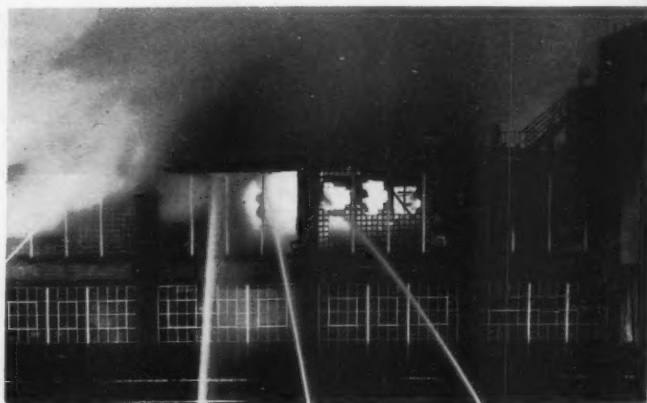
Complete coverage of a fire by still photography is required because single-frame enlargements from motion pictures do not usually provide full detail. Still photography should be handled preferably by photographers who have no other duties. It is obviously not possible for a man to participate actively in fire fighting and rescue work and at the same time make necessary pictures as he goes along. Photographers should devote themselves solely to getting a satisfactory record of events, except of course when the necessity of rescue work presents itself.

Night picture of a roll paper storage fire at its peak. Hose streams are used to combat the flames.

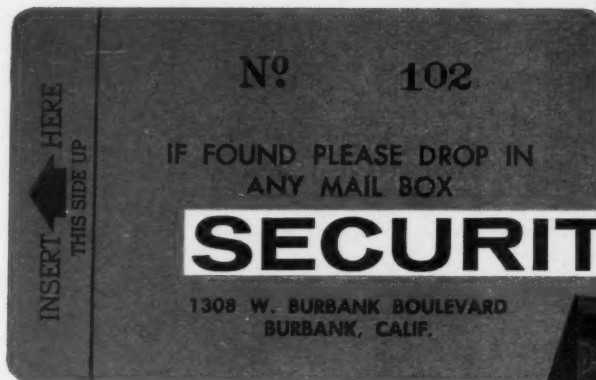
Photographers should work preferably in pairs—one doing the actual photographic work while the other keeps a record of the time and location of the picture, together with explanatory notes identifying the scene and outlining the reason for the particular pictures. Ideal equipment for this note-taking is a miniature portable tape recorder, but ordinary notebooks may also be used.

Because of the need for many pictures, rapid re-loading, and the best results possible under difficult and dangerous conditions, the cameras used in this work should be reliable yet as simple as possible. They should fit the requirement of work under poor and rapidly changing light conditions. It is suggested that 35mm Kodacolor or High-speed Ektachrome Film in 20 exposure rolls be used in a miniature camera having a lens opening of at least $f/3.5$ but preferably $f/2.0$. A black-and-white film, such as Kodak Plus-X film, may also be used. The camera can be of either the reflex or rangefinder type and should be equipped with a built-in light meter. The meter is essential because of the changing light and the dif-

(Continued on page 28)



MAXIMUM SECURITY



CARD-KEY SYSTEM, INC.
THE LEADER
IN AREA CONTROL

OFFERS THE

SECURITI-BOOTH®

safeguards security thru

POSITIVE ENTRANCE CONTROL



see it
at the
convention

PREVENTS
UNAUTHORIZED ENTRY



Convention Information (Continued)

12:00 noon Committee reports
12:30 p. m. Luncheon
2:00 p. m. Panel discussion and forum "Labor Rackets in Unions and Industry." U. S. Senators on McClellan Committee have been invited.
Committee reports continued

4:30 p. m. President's Reception
6:00 to
7:00 p. m. **Wednesday, September 23, 1959**

9:30 a. m. to
12:30 p. m. Workshop/Seminar I—"Human Relations in Your Plant Protection Program." Speaker: C. Robert Lowe, Director of Safety, Stanford University, Palo Alto, California.
Workshop/Seminar II—"What is Sub-Liminal Perception and How can it Affect Security Attitudes?" Speaker: Dr. Robert D. Corrigan, Consultant to Douglas Aircraft; Vice President, Psychological Research and Development, Precon Process and Equipment Corp., New Orleans, Louisiana.

Wednesday afternoon and evening — "Free time."

Thursday, September 24, 1959

9:30 a. m. Workshop/Seminar III—"Disaster Control;" Moderator: H. G. Robinson, Director, California Disaster Office, State of California, Sacramento, California.
Members of the Panel: Governmental — Charles F. Haas, Chief, Industrial Facilities Protective Branch, U. S. Dept. of Defense, Washington, D. C.; Roger Cannell, Stanford Research Institute, Palo Alto, Calif.; Colonel George Rich, Director, RADCHEM Services, OCDM Staff College, Battle Creek, Mich.; Lt. Colonel William F. Gaffney, Chief, Industrial Defense Division, Provost Marshal's Section, Presidio, San Francisco, California
Industrial — John Creighton, Chief Special Agent, Standard Oil Co. of Calif., San Francisco, Calif.; Thomas W. Ryan, Director of Safety, Niagara Mohawk Power Company, Buffalo, New York; and Frederick A. Randall, Security Administrator, Carbide Carbon Chemicals Co., Texas City, Texas.

12:30 p. m. Workshop/Seminar IV
Luncheon—Guest Speaker: Haydon L. Boatner, Maj. Gen., U. S. A., The Provost Marshal General.

2:00 p. m. General Assembly — Panel Discussion — "Are the present laws having to do with arrest, search and seizure as interpreted by our courts in the public interest?" Moderator: Thomas J. Lynch, District Attorney, City and County of San Francisco, San Francisco, California.

Members of Panel: Michael Canlis, Under-sheriff, San Joaquin County, Stockton, Calif.; William O. Weissich, District Attorney of Marin County, San Rafael, Calif.; Joseph Ball, Attorney, (Former President, California Bar Assn), Long Beach, Calif.; A. L. Wirin, Attorney, Los Angeles California.

4:30 p. m. Announcements
7:00 p. m. Reception
8:00 p. m. Banquet at the Cocoanut Grove which will be for the exclusive use of ASIS members and guests. Ronald Reagan will be the principal speaker. Music by Freddy Martin's Orchestra, plus the regular Cocoanut Grove floor show

DEPARTMENT OF DEFENSE SEMINARS

(Exact time and date not yet fixed)

1. Invitations have been extended to Mr. A. Tyler Port of the Department of Defense, Mr. John J. Grady of the Department of the Air Force, Mr. Frank Plant of the Department of the Army and Captain John Waters of AEC, to participate in a seminar, the subject of which would be designated by the participants.

2. "Special Security Problems" will be discussed by Mr. Robert L. Applegate and Mr. Gilbert Davis of the Department of Defense and representatives of the three services.

3. "Security Planning and Education" will be the subject of the seminar moderated by Mr. C. C. Francom of the Systems Development Corporation.

4. "The Development of Security Administrators and the Security Profession" is the topic of a seminar moderated by Mr. Tim Walsh of Sperry Gyroscope.

5. "The Security Programs of the National Aeronautics and Space Administration" will be discussed by Mr. Robert Bell, Director of Security, NASA.

REGISTRATION FEES

The registration fees are as follows:

Registration fee per member including all seminars, luncheons, president's reception and the banquet is \$40 complete. Registration fee for a member and his wife is \$50 which does not include the luncheons for the wife but does include the president's reception and the banquet.

PROGRAM FOR THE LADIES

A program of activities is being finalized for the entertainment of the wives while their husbands are at work.

Rates of hotels in Los Angeles:

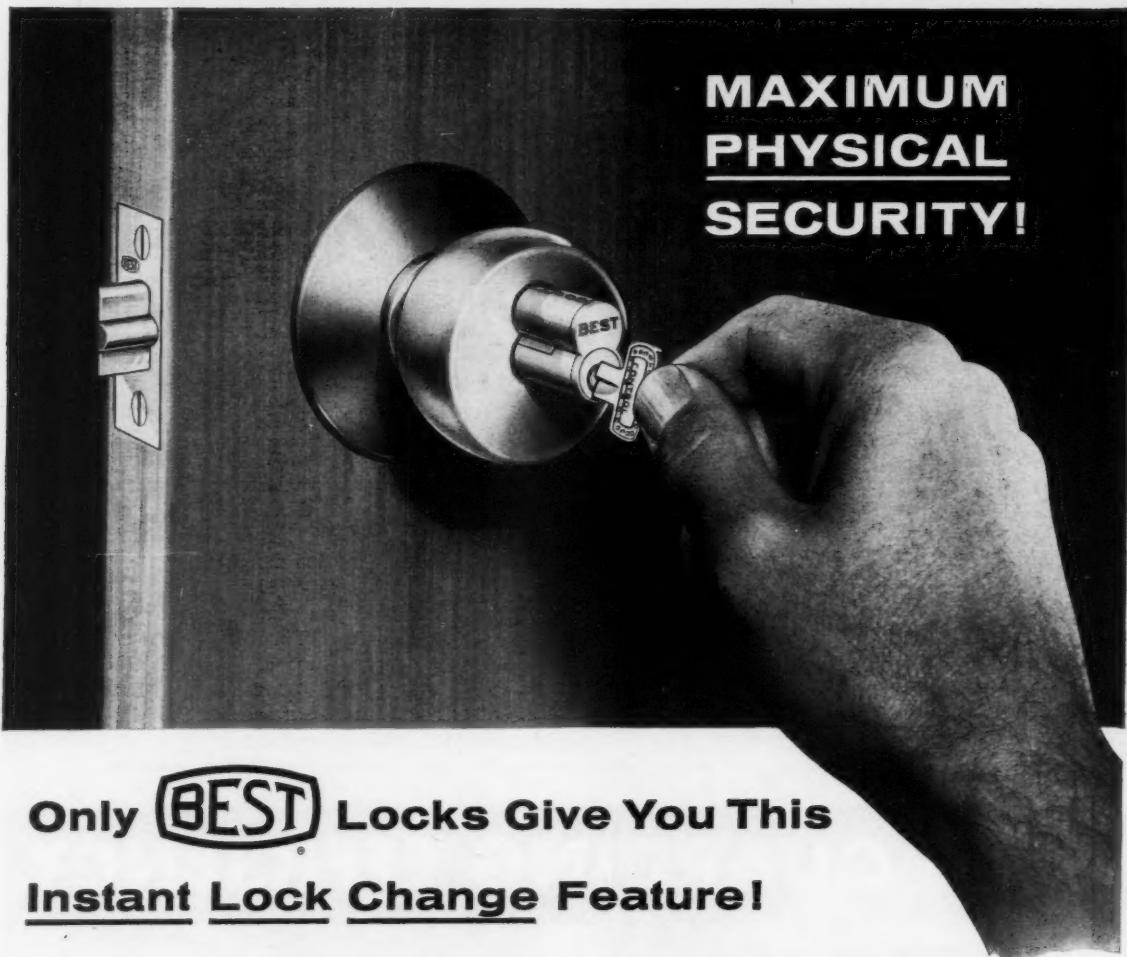
Hotels	Singles	Doubles
Hollywood Knickerbocker	\$ 8.00-\$11.00	\$10.00-\$14.00
Hollywood Plaza	9.00- 11.00	9.00- 11.50
Hollywood Roosevelt	8.50- 17.00	11.00- 17.00
Ambassador	9.00- 22.00	12.00- 26.00
Statler Hotel	10.00- 13.50	13.00- 17.50
*Chapman Park	7.00- 10.00	11.00- 14.00
Biltmore	7.50- 10.00	10.50- 14.00
Beverly Hills	15.00- 36.00	23.00- 36.00
Beverly Hilton	15.00- 24.00	18.00- 28.00
Mayflower	6.00- 8.00	7.00- 10.00

* Of the hotels listed above the Chapman Park is the only one within walking distance of the Ambassador Hotel. Forms for registering at the Ambassador Hotel will be distributed to ASIS Members in July.

Members planning to attend the Convention are requested to arrange for their own hotel reservations.

At the head table during a recent meeting of the Hartford, Conn. Chapter. From the left: are Larry Haynes, Charles Jenkins, Hank Muller, (Vice Chairman), Tom Connolly, (Chairman), Frank Hasson, (Secretary-Treasurer), and Larry Bauer.





**MAXIMUM
PHYSICAL
SECURITY!**

Only **BEST Locks Give You This
Instant Lock Change Feature!**

• Only Best Universal Locks with the patented "Interchangeable Core" let you change one lock or entire groups of locks in mere seconds! Economical, too. Individual lock combinations can be changed, letting you re-use Best locks indefinitely instead of buying new locks or hardware whenever lock changes are needed.

SIMPLIFIED MASTERKEYING—All types of Best locks can be masterkeyed into one simplified, easy-to-manage system. Time-tested by more than 30 years use, Best locks are specified *exclusively* by many of the nation's largest industries and defense installations.

Learn how easily you can change over to a Best Locking System. Write today for "How 13,000 Best Universal Locks Paid for Themselves in Two Years" for one of the nation's

leading industries. We will gladly include descriptive literature and the name of your nearest regional Best Lock Representative.

ILLUSTRATION ABOVE SHOWS

the "Interchangeable Core," containing precision pin-tumbler lock, removed by Security Officer with special "Control Key" (used only to remove and replace cores). Lock can be locked or unlocked with regular operating key, but cannot be removed or changed except by Security Officer's control key. Pin-tumblers in lock mechanism can be changed (recombined) allowing core to be used over again as a new lock.



**BEST UNIVERSAL LOCK COMPANY, INC.
DEPT. B-1, 10 N. SENATE AVE. • INDIANAPOLIS, INDIANA**

"Security At Its Best"

News about Fire (Continued)

Lightning caused the largest forest fire, a \$2,165,000 conflagration in northwestern Alberta. But children playing with matches touched off a \$2,000,000 blaze in Monrovia, California, which destroyed 12,795 acres of watershed and 40 summer cabins.

INDUSTRIAL PLANTS AND OTHER CLASSIFICATIONS

In the record of all major building fires of 1958—those with individual losses of 250,000 or more—U. S. and Canadian industry was the biggest loser. Destruction or severe damage to 85 plants cost more than \$52,000,000.

This was a substantial improvement over 1957, when almost \$95,000,000 worth of industrial buildings was wiped out in large loss fires. It was also a marked dip in the average of such losses from the previous five years which stands at the \$75,000,000 level.

Other major industrial losses in 1958—an oil refinery, gas storage facilities, gas and power transmission lines, and a huge power transformer—totaled about \$10,700,000.

The largest single industrial building fire destroyed a steel ball plant in Cicero, Illinois, on February 13, at a cost of \$3,450,000.

Large loss store fires numbered 81 with a total loss in excess of \$37,000,000. This was a sharp increase of 23 in number and about \$11,000,000 in loss over 1957.

Biggest single loss was the \$2,434,000 destruction of a department store in Stockton, California, on July 22.

Warehouse fires of \$250,000 or more damage numbered 43 with a total loss in excess of \$21,000,000. This was a decrease of about \$8,700,000 from 1957. Biggest was a 2,180,000 warehouse fire in Erie, Pennsylvania, on February 13.

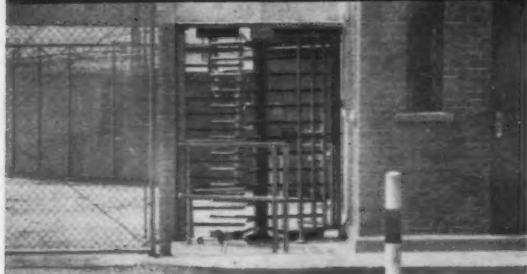
Schools and colleges reduced their losses from major fires in 1958 by about \$900,000. Total damages from 17 fires was over \$6,500,000. Largest fire was the \$800,000 destruction of the Public School Administration Office of Providence, R. I., on July 25. In school buildings themselves, the biggest loss was the \$542,000 fire at a Burns Oregon, high school.

The Chicago school fire of last December, which cost 94 lives, is not included in this record since property damage was less than \$250,000.

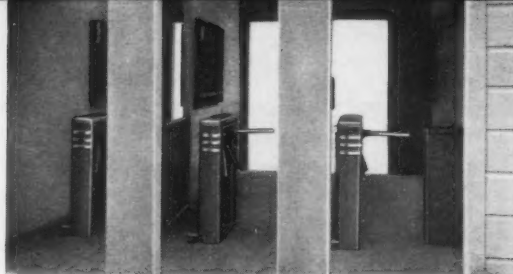
Major fires in hotels and other residential buildings numbered 10, with a total loss of more than \$3,500,000. This was a marked reduction from the previous year when the cost of 17 fires exceeded \$10,000,000. Biggest was the \$750,000 destruction of a Gloucester, Mass., hotel on December 11.

The cost of large loss church fires was down for the second year in a row. The 1958 period showed only four such fires with damages totaling \$1,166,000 compared with a \$6,350,000 loss in 1957. Largest single fire was the \$400,000 destruction of St. Mary's Church in Houlton, Maine, on January 12.

GATE GUARDING EFFICIENCY



High turnstile control

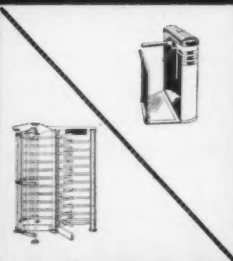


Low turnstile control

Perey Turnstiles—

- ... Prevent Unauthorized Entry
- ... Provide Automatic Emergency Exits
- ... Reduce Number of Guards
- ... Prevent Stealing of Tools, Materials

Submit your problem to our application engineers



PEREY TURNSTILE CO. Dept. IS 101 PARK AVE., NEW YORK, 17, N. Y.

We lead...others follow...

HERE ARE YOUR BEST BUYS IN SECURITY FILING CABINETS

As approved for the 4th consecutive year for U. S. Government offices

Designed and built for United States Government Departments and Government Contractors, Herring-Hall-Marvin Security Cabinets are test-proved to provide protection for classified material as required by Executive Order No. 10501, outlined in General Services Administration Bulletin No. 170, dated July 27, 1955. This order reads in part: "Top secret material shall be protected by the most secure facilities possible."

CLASS 2 — 2 and 4 DRAWER

INSULATED MODELS

IF YOU'RE LOOKING FOR FIRE-AND-THEFT-RESISTANT FILES for classified material, these Herring-Hall-Marvin INSULATED files with manipulation-proof Group 1 combination lock are your answer. They are certified by the Standardization Division of General Services Administration to comply with test requirements of Interim Federal Specification AA-F-00357a for a Class 2 cabinet.



CLASS 3 — 4 and 5 DRAWER

NON-INSULATED MODELS

IF YOU'RE LOOKING PRIMARILY FOR THEFT PROTECTION of classified material, these Herring-Hall-Marvin NON-INSULATED files, with manipulation-proof Group 1 combination lock provide the protection required. They are certified by the Standardization Division of General Services Administration to comply with test requirements of Interim Federal Specifications AA-F-00358A (GSA-FSS) dated Feb. 11, 1957, for a Class 3 cabinet.

**WRITE TODAY FOR DETAILED
INFORMATION AND PRICES.**

HERRING-HALL-MARVIN SAFE COMPANY

HAMILTON, OHIO—Builders of the United States Silver Storage Vaults at West Point
BRANCH OFFICES IN: Atlanta, Boston, Chicago, Dallas, Denver, Detroit, Houston, Kansas City,
Minneapolis, New York, Philadelphia, St. Louis, San Francisco

Classified Information (Continued)

shipped. Under the special "tariff rate structure" granted by the Government, the airlines are being compensated for their added responsibility. The responsibility for verifying that the airline being used has currently in effect the special "tariff rate structure" lies with the contractor, and experience has shown this can best be accomplished by contacting the airline accounting department.

Top Secret information may not be transmitted by Air Freight "Signature Service."

Secret information may be shipped when physically escorted by either a military or civilian escort cleared for *Secret*. Prior arrangements are made with the airlines for the escort to remain physically with the equipment prior to loading, during layovers, and at time of unloading. On cross-country trips, airlines should be used which fly non-stop whenever available. To take advantage of non-stop flights, the contractor should make arrangements for contractor personnel to transport the material to the point of departure of the non-stop airlines, thus affording greater protection to the material by elimination of layover problems.

Confidential or Confidential "Modified Handling Authorized" may be transmitted via Air Freight "Signature Service" without an escort by airlines with currently effective special "tariff rate structure" for this service. Material so shipped receives special handling throughout transmission with a signature record of all personnel handling such material. Thus, should the material become lost, a record is on file of the individuals last handling the material as in registered mail.

2. *Shipments Via Railway Express Company*—There are three methods of transmitting classified material via the Railway Express Company which are available to the contractor and which afford the desired degree of protection to the classified information.

Armed Surveillance—In the past some question of the availability of "Armed Surveillance" to the contractor has existed, however, this has been clarified. Historically this service had only been available to the Government. However, effective December 9, 1957, the Railway Express Company issued Supplement 1, I.C.C. 1, REA Section 22, Quotation 4-C which was intended by agreement and mutual understanding between Railway Express and the Department of Defense to provide "Armed Surveillance" to Department of Defense contractors. When shipping under this provision, it was necessary to include the statement "This shipment is the property of and express charges are assumed by the United States Government" on

the uniform express receipt. This endorsement was misleading to industry as it implied that the government would be paying for the shipment. This was not the intent, however, but rather the Railway Express Company interpreted the endorsement to mean that the contractor was paying for the shipment with monies received from their government contracts and that, therefore, the endorsement applied.

This matter has now been fully clarified. The Railway Express Company in Supplement 12 to Official Express Classification 36 which became effective August 8, 1958 has added Rule 39. This states "Upon written request of shipper the Agency will provide Armed Surveillance service on classified material forwarded in compliance with the military regulations governing the movement of classified material between express stations in the United States." Armed Surveillance service means person-to-person tally and signature and continued protection of shipments from place where tendered at time of receipt, to place and time of delivery at destination by an armed express employee regularly assigned to the handling of traffic accorded person-to-person tally and signature. It always involves armed pickup, armed delivery or both.

"Armed Surveillance" is not acceptable for the transmission of *Top Secret* material. However, it is entirely suitable for transmitting *Secret*, *Confidential* and *Confidential "Modified Handling Authorized"*.

Armed Guard Service—In Armed Guard Service the classified material is physically placed in the custody of a Railway Express Armed Guard who then physically accompanies the material to its destination. Utilization of this service involves the hiring of the armed guard on an hourly basis and is, in effect, a personalized delivery service.

Armed Guard Service is not acceptable for *Top Secret* transmissions. It is acceptable when transmitting *Secret*, *Confidential* or *Confidential "Modified Handling Authorized"* material.

Valuable Paper Service—This is a method of shipment about which little, if anything, is known. However, it is established and presently exists under Exception 2 to Item 2-A in Section 22, Quotation No. 4-C of the previously cited Railway Express regulations. This "exception" permits the shipment of "Valuable Papers" valued at over \$150 at a cost composed of standard first class express rate plus insured charges for a valuation of over \$150. In this method of shipment you use a Railway Express Money Waybill rather than the uniform express receipt used in other type shipments. The significant features of "Valuable Paper Service" are first, that this service includes "Armed

(Continued on page 22)

NAA is at work in the fields of the future



Why some American fathers will dress like this for dinner tonight

These fathers belong to a SAC bomber crew that's on the alert. Their families may join them for dinner—but they must wear their flying clothes.

The alarm—practice or real—may not come tonight. But if it does, they have a scant six minutes to reach their B-52, poised at the end of the runway.

For they know full well what all Americans should know—that the enemy's first objective would almost certainly be to destroy our SAC bases here and abroad in one great stroke... and thus leave us at his mercy.

New strength for the Air Force

North American is at work on the new weapon systems, manned and unmanned, that will help build a balanced defense. From North American come the GAM-77 Hound Dog air-to-ground missile for the B-52... the F-108 long-range interceptor... the B-70 manned bomber, 2,000-mph successor to the B-52... the large liquid-propellant rocket engines that power the Air Force Atlas and Thor, the Army Jupiter and Redstone, and the Jupiter "C" that put the Army's Explorer satellites into orbit.

NORTH AMERICAN AVIATION, INC.

SERVING THE NATION'S INTEREST FIRST—THROUGH THESE DIVISIONS



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Los Angeles, Canoga Park, Downey, California; Columbus, Ohio; Neosho, Missouri



AUTONETICS



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COLUMBUS



ATOMICS INTERNATIONAL

Classified Information (Continued)

Surveillance" and secondly, that it is less costly to use than "Armed Surveillance" when shipping quantities of classified paper. No less protection is afforded in this method than in regular "Armed Surveillance." However, for clarification purposes, it is recommended that the money waybill be stamped "Armed Surveillance requested under Exception 2, Item 2A, Section 22, Quotation No. 4-C."

"Valuable Paper Service" is not acceptable when transmitting Top Secret, Secret or Confidential information. It is acceptable when transmitting Confidential "Modified Handling Authorized."

Protective Signature Service—This service is not acceptable for transmitting classified information of any category as it does not afford the necessary degree of protection to the information involved. This works no hardship on the contractor as "Armed Surveillance" is now definitely available and it provides for greater protection throughout the shipment.

3. *Shipments Via U. S. Mail*

U. S. Registered Mail and Registered Air Mail—These are not acceptable for transmission of material classified Top Secret. Acceptable for transmitting Secret, Confidential or Confidential "Modified Handling Authorized" (if desired).

U. S. First Class Mail—This is not acceptable for transmission of Top Secret, Secret or Confidential material. Acceptable for transmission of Confidential "Modified Handling Authorized" for which less stringent protective measures have been prescribed.

4. *Shipments Via Sealed Van (Truck)*

This method is not approved for transmission of Top Secret material except upon written specific instructions of the military (see Messenger below.)

Approved for transmission of Secret material provided exclusive use of the truck (common carrier or our own Company) has been obtained and the material is under continuous escort of either a military or civilian escort cleared for access to Secret information. Closed trucks shall always be sealed with government seals when available; company seals (with contracting officer's or his authorized representative's approval) when government seals are not available. Open trucks (which shall be used only when a closed truck is not available) shall have the information covered with a material which will prevent access to classified information, loss of classified information from the truck, or disclosure of contents, destination or shipper.

Sealed Van is approved for transmission of Confidential or Confidential "Modified Handling Authorized" material as in Secret above with the fol-

lowing significant differences: continuous escort by military or civilian personnel is not required as the information is in a sealed van for which exclusive use has been obtained; the definition of a sealed van is extended to include a van in which other material has been loaded but where, through arrangements with the carrier, your material is loaded last, the truck appropriately sealed, delivery of your material is made to your designated recipient prior to delivery of other equipment aboard the same truck. In this latter case, the recipient is advised of the pending shipment in order that the recipient may check the seals upon arrival.

5. *Shipments Via Sealed Railroad Cars*

Upon occasion, it becomes necessary to transmit classified material via a sealed railroad car. In these instances, depending upon the classification involved, the same operating rules are followed as in transmissions via sealed van. Again, a clearly defined understanding must exist between the contractor and the carrier regarding the loading of Confidential and Confidential "Modified Handling Authorized" material last and delivering it to the recipient first. Such an understanding is based upon the carrier's appreciation of security problems inherent in transmission of classified material.

6. *Shipments Via Messenger*

Transmissions of classified material via messenger should be kept to an absolute minimum as the risk of losing the material in such transmissions is infinitely greater than in the other methods available. However, when in fact, it does become necessary to utilize this method due to the urgency of a particular situation, both the messenger and material warrant special attention and courier papers must always be used. The messenger must be a mature individual who clearly understands his responsibility. The material should be packaged and addressed in exactly the same manner as though it were to be mailed upon the chance that if found, it will be placed in the U. S. Mails system. A minimum of three copies of the courier papers should be prepared identifying the company, courier, material, classification, courier's responsibility, times and dates courier papers are in effect and supervisor's signature. When classified material becomes lost, it is imperative that the information contained in the courier papers be immediately reported to the proper authorities in order that immediate steps may be taken to recover the material. At that point the information contained on the courier papers takes on added importance as it is this information which identifies to whom the material belongs and what the material is. For this reason, one copy of the cour-

(Continued on page 24)

NEW! NEAT! DURABLE!

Lightweight uniforms made with "Dacron" resist wrinkles, wear extra-long, cut costs

Now—new uniforms made with "Dacron"* polyester fiber stay neat in any weather . . . are amazingly durable. Smart tropical uniforms of 55% "Dacron" and 45% worsted (or rayon) are cool, comfortable and hold their press wearing after wearing. Because of "Dacron", they take hard wear in stride . . . help cut replacement costs. Ask your supplier about uniforms made with "Dacron" today.

**Du Pont's trademark.*

Du Pont makes fibers, not the fabric or uniform shown.

DU PONT BETTER LIVING FIBERS
GIVE YOU SO MUCH MORE.



DACRON®
POLYESTER FIBER



REG. U.S. PAT. OFF.

BETTER THINGS FOR BETTER LIVING . . . THROUGH CHEMISTRY

For additional information on these modern new uniforms of "Dacron"*, write to E. I. du Pont de Nemours & Co. (Inc.), Nemours Building, 5527, Wilmington 98, Delaware. (Industrial Security).

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First from PHILCO®...



New All-Transistor TV Camera for Industry only \$1445

Here's the camera that puts top quality industrial TV within reach of every company for round-the-clock surveillance of critical areas.

Your Philco Industrial TV system may include separate cameras, each connected to its monitor. It may be a combination of several cameras and monitors with centralized control, specifically designed to meet your requirements.

This new Philco all-transistor camera is lightweight, maintenance-free and foolproof. It combines excellent picture quality and complete reliability . . . at a saving of hundreds of dollars. Write for your copy of the new Philco TV Planning Book. Government & Industrial Division, 4702 Wissabickon Avenue, Philadelphia 44, Pennsylvania. In Canada: Philco Corporation of Canada Limited, Don Mills, Ontario.

PHILCO

QUALITY
FIRST

ier papers should be attached to the classified material within the inner wrapping, one copy carried on the courier's person and one copy retained at the company. This covers all eventualities and will provide the needed information if the material is found by a stranger, the courier loses the material and needs identifying data readily at hand to report the loss, and it satisfies the company's need for a record of classified material currently outside the company's facilities. This method is approved for Top Secret when the transmission is authorized in writing by the Contracting Officer or his authorized representative and when the delivery is accomplished as directed by the Contracting Officer. The messenger must hold Top Secret clearance and be approved, in writing, by the cognizant military security office. Copies of both written authorizations should be attached to all courier papers.

This is approved for Secret, Confidential and Confidential "Modified Handling Authorized" via a company employee designated by appropriate supervisor. The messenger must hold the appropriate level of clearance for the information involved.

7. Shipments Via Air and Surface Forwarding Companies

Shipments of classified material via air and surface forwarding companies, whether the forwarding company be company-owned or a commercial organization, are not authorized. It must be kept in mind that classified material will receive the greatest degree of protection when it is forwarded in the most direct manner with a minimum number of personnel involved in the shipment or, who, while not directly involved in the shipment, may have access to the material.

8. Shipments of Department of Defense Restricted Data

Department of Defense Restricted Data (as differentiated from Restricted Data under cognizance of the Atomic Energy Commission or an Atomic Energy Commission Contractor) shall be transmitted in accordance with the methods prescribed above depending upon the materials' security classification.

9. Shipment of Atomic Energy Commission Restricted Data

Restricted Data received from the Atomic Energy Commission or an Atomic Energy Commission contractor shall be handled and transmitted only upon the specific instructions of the Security Office and in accordance with Atomic Energy Commission regulations.

Hilbert M. Carson, Specialist, Physical Security, has been associated with the Light Military Electronics Department of the General Electric Company at Utica, New York since February of 1957. In his present position, he is responsible for the administration of the document control program, security education and orientation programs and the physical safeguarding of all classified information and material. Mr. Carson, who is 29 years old and a native of New Jersey, is a 1951 graduate of Rutgers University and attended Rutgers University School of Law.

Methods of Transmitting Classified Information and Material

Method of Shipment	Top Secret	Secret	Confidential	Confidential Modified Handling Authorized
AIR				
Air Express	Not Approved	Not Approved	Not Approved	Not Approved
Air Freight	Not Approved	Approved When escorted by either military or civilian personnel cleared for the level of security of material escorted. Escort shall be continuous, during all layovers escort remains with material.	Approved In "Signature Service," provided provision has been made therefor in current effective tariff rate structure of Air Lines concerned. Note: Not to be confused with "Railway Express Protective Signature Service."	Approved In "Signature Service," provided provision has been made therefor in current effective tariff rate structure of Air Lines concerned. Note: Not to be confused with "Railway Express Protective Signature Service."
Air Forwarding Companies	Not Approved	Not Approved	Not Approved	Not Approved
RAILWAY EXPRESS				
Armed Surveillance	Not Approved	Approved In "Armed Surveillance" at commercial rates. Use Railway Express Information Bill of Lading marked "Armed Surveillance."	Approved In "Armed Surveillance" at commercial rates. Use Railway Express Information Bill of Lading marked "Armed Surveillance."	Approved In "Armed Surveillance" at commercial rates. Use Railway Express Information Bill of Lading marked "Armed Surveillance."
Armed Guard Service.	Not Approved	Approved In "Armed Guard Service" at commercial rates	Approved In "Armed Guard Service" at commercial rates.	Approved In "Armed Guard Service" at commercial rates.
Valuable Papers Service	Not Approved	Not Approved	Not Approved	Approved In "Valuable Paper Service" (which includes Armed Surveillance) at commercial rates. Use Railway Express Money Waybill marked "Valuable Papers insure for over \$150."
Protective Signature Service	Not Approved	Not Approved	Not Approved	Not Approved
Surface Forwarding Companies	Not Approved	Not Approved	Not Approved	Not Approved
U.S. MAIL				
Registered Mail and Registered Air Mail	Not Approved	Approved	Approved	Approved
First Class Mail	Not Approved	Not Approved	Not Approved	Approved
TRUCK				
Exclusive Use Of Sealed Van	Not Approved	Approved Exclusive use of truck; material under continuous military escort. Closed truck will be used unless the nature of shipment prevents—if so, cover shipment completely with tarpaulins or other suitable material. Seal trucks with Navy equipment with Navy seals; Air Force equipment with Air Force seals; trucks with Army seals; Use Company seals when others not available.	Approved Exclusive use of the truck (includes use of vans in which material is transported) provided provided arrangements are made with carrier to load our material last and unload it first at destination). Closed truck will be used unless the nature of the shipment prevents—if so, cover shipment completely with tarpaulins or other suitable material. Seal trucks with Navy equipment with Navy seals; Air Force equipment with Air Force seals; Army equipment with Army seals. Use Company seals when others not available.	Approved Exclusive use of the truck (includes use of vans in which material is transported) provided provided arrangements are made with carrier to load our material last and unload it first at destination). Closed truck will be used unless the nature of shipment prevents—if so, cover shipment completely with tarpaulins or other suitable material. Seal trucks with Navy equipment with Navy seals; Air Force equipment with Air Force seals; Army equipment with Army seals. Use Company seals when others not available.
Surface Forwarding Companies	Not Approved	Not Approved	Not Approved	Not Approved
RAILROAD CARS				
Exclusive Use	Not Approved	Approved Exclusive use of Railroad Car; material under continuous protection of appropriately cleared civilian or military escort. Closed Railway Car will be used unless the nature of shipment prevents—if so, cover shipment completely with tarpaulins or other suitable material. Seal cars with Navy equipment with Navy seals; Air Force equipment with Air Force seals; Army equipment with Army seals. Use Company seals when others not available.	Approved Exclusive use of Railroad Car (includes use of cars in which other material is being transported provided provided arrangements are made with carrier to load our material last and unload it first at destination). Closed car will be used unless the nature of shipment prevents—if so, cover shipments completely with tarpaulins or other suitable material. Seal cars with Navy equipment with Navy seals; Air Force equipment with Air Force seals; Army equipment with Army seals. Use Company seals when others not available.	Approved Exclusive use of Railroad Car (includes use of cars in which other material is being transported provided provided arrangements are made with carrier to load our material last and unload it first at destination). Closed car will be used unless the nature of shipment prevents—if so, cover shipment completely with tarpaulins or other suitable material. Seal cars with Navy equipment with Navy seals; Air Force equipment with Air Force seals; Army equipment with Army seals. Use Company seals when others not available.
Surface Forwarding Companies	Not Approved	Not Approved	Not Approved	Not Approved
MESSENGER				
Approved Top Secret may be transmitted only when authorized in writing by the Contracting Officer or his authorized representative in the continuous custody of a Top Secret cleared messenger.	Approved May be transmitted by messenger cleared for access to Secret information and designated by appropriate supervisor.	Approved May be transmitted by messenger cleared for access to Secret information and designated by appropriate supervisor.	Approved May be transmitted by messenger cleared for access to Confidential information and designated by appropriate supervisor.	Approved May be transmitted by messenger cleared for access to Confidential information and designated by appropriate supervisor.

NOTE 1: DEPARTMENT OF DEFENSE—Restricted Data shall be handled in accordance with the provisions above depending upon security classification.
NOTE 2: ATOMIC ENERGY COMMISSION — Restricted Data will be handled only upon the specific instructions of the Security Office.

Professionalism and You (Continued)

The worth of a profession, therefore, is measured by its contribution to the welfare of man. But a profession serves mankind only in an abstract sense; upon each individual professional rests the real responsibility for service. Whether a professional person can properly fulfill this responsibility depends in part on his knowledge and technical competence, and in part on the values defining his relationships with other people. Values are personal, and each in-

expected of the individual by virtue of his membership in the profession. Thus, such a code should contain principles defining the obligations of the professional in his relationship with the general public, with his clients, and with his colleagues.

The professional's ultimate allegiance, however, is to society, and his professional behavior should demonstrate an awareness of his social responsibilities. The welfare of the profession and that of the individual are clearly subordinate to the welfare of the public. In nearly all circumstances, the welfare of



Scenes during Detroit Chapter's second annual Great Lakes Region Security Symposium held on May 5, 1959, at Ford Motor Company, Dearborn, Michigan.

Capt. L. E. Ringey, 75th Ordnance Explosive Disposal Det., U. S. Army, addressing the Symposium on Industrial problems with explosives.

Robert J. Boise, Security Analyst, Ford Motor Co., and Symposium Chairman; R. D. Zeller, Chief, Industrial Security Div. Fifth Army; L. F. Malone, Security Director, Burroughs Corp. and Regional Vice Pres.; Capt. L. E. Ringey, Virgil L. Couch, Director, Industry Office, Office of Civil & Defense Mobilization; Insp. A. Langtry, Detroit Police Dept.; and J. Radcliffe, Supervisor, Industrial Safety Section, Ford Motor Company.



dividual must work out his own value commitments.

By making available a body of principles which define good practice and express the ethical aspirations of the profession, a code of ethics can be helpful to the individual professional. Similarly, such a code can benefit both the general public and professional workers in other fields by indicating what can be

the public, of the profession, and of the individual can best be served by placing highest value on the immediate responsibility of the professional. In research, for example, the responsibility of most weight is the pursuit of truth and understanding; in service, the responsibility of most weight is the welfare of the client with whom the professional is working.

The professional in practice, mindful of his work in the lives of others, must strive at all times to maintain the highest standards of personal excellence. For instance, it is unethical for the professional either to claim directly or to imply professional qualifications which exceed those he has actually attained. Professional competence in one field should not be used as implication of competence in an unrelated field.

Now that we have attempted to define a profession, in general, have described some of the criteria of a profession, and have delimited some of the responsibilities of the professional, let us look for a moment at industrial security and the American Society for Industrial Security.

In your little brochure describing your Society, it is stated that the security officer has attained a status commensurate with other industrial professions. Management has accorded professional status to security. Security directors and supervisors have taken a permanent place in the various echelons of industry and business. They stand alongside the engineers, the metallurgists, the chemists, the accountants, the personnel specialists, the industrial relationists, and other recognized professional men.

Industrial security directors and supervisors have recognized the need for a means through which

to channel their varied experiences into a common reservoir of professional knowledge.

The American Society for Industrial Security was chartered in the State of Delaware on January 21, 1955. It was not intended that ASIS be just another security group, but that it be the recognized national professional society for industrial security in the United States.

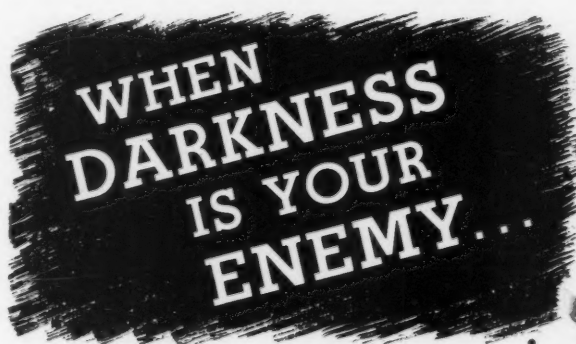
ASIS, as a national professional organization, works to effect the many factors listed herein as being within its prerogative and purview. A statement of such broad scope of activity in itself promises little real success, unless there is present also an intention to achieve the goals specified. ASIS recognizes this responsibility and this inherent challenge.

To this end, research and study on current security and protection problems are carried out by various committees. The findings of each committee are given to the general membership for its information and use.

The Society holds national annual seminars, and papers are submitted on various subjects at seminar sessions.

The Society quarterly publishes a magazine entitled *Industrial Security*, which is the recognized

(Continued on next page)



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Professionalism and You (Continued)

professional journal of security which contains timely articles on various phases of security. It publishes a monthly newsletter of personal happenings and acquaints the membership with urgent current problems. The Society publishes a membership directory for the official use of its members. Special pamphlets and other media are published and distributed to members by the standing committees of the Society.

The Society has established membership requirements and includes three classes of members: active associate, and government. Provision has also been made for certain individuals to become affiliated with ASIS.

In comparing our criteria of a profession and the foregoing characteristics of the American Society for Industrial Security, one sees that:

1. There is an organization of the professional group devoted to its common advancement and its social duty.

2. There is emerging a body of knowledge held as a common possession and extended by a united effort of the Society.

3. Through the Society seminars, committees, and publications there is an educational process based on this body of knowledge, in the ordering of which the Society has a recognized responsibility.

However, on the other hand, even though there are three different classes of membership there does not appear to be a standard of professional qualifications for admission to the professional group, based on character, training, and proved competence. As in many other of the newer professional groups, there does not exist a requirement for licensing or certification based on training and examination of competence in order to practice the profession. Nor does there appear to be a standard of conduct drawn up by the Society and published to guide the practitioner in his relations with the public, clients, and colleagues. I would judge, however, from the very nature of your work and the information with which you continually deal that you are governed by a very rigid personal code of conduct.

And now a word in closing about your responsibilities to your profession, what are your responsibilities to your Society?

1. Each and every member is duty bound to maintain high personal standards of competence and performance in his profession. Here the concern is with the requirements that the individual must make of himself if he is to live up to professional expectations, thus enhancing the professional standards of the group.

2. Each and every member is duty bound to support the other members of his profession and to preserve professional harmony with other professional workers characterized by understanding, respect, and mutual support.

3. Each and every member is duty bound to uphold his professional society. This entails conducting himself in a professional manner, participation in your societies' activities, attendance at annual meetings and conventions, serving on committees, accepting official positions of responsibility, giving financial support, contributing to your societies' periodicals, reporting of results of independent study and research, presenting your society to the public, and lastly by advancing your profession.

By accepting membership in the American Society for Industrial Security; and by doing all these things, the individual gains a large measure of support in his professional activities, and in turn he helps to build and firmly establish his profession.

Photography in Emergencies (Continued)

ficulty the photographer will have in trying to handle extra gadgets. In fact, the camera should be capable of operation with one hand.

Flash equipment will be needed for work at night under poor lighting conditions and for indoor pictures. If at all possible, this equipment should be of the electronic-flash type because of the great difficulty of carrying and handling flash bulbs under emergency conditions.

In addition to the photographic equipment suggested for use during the active phase of the emergency, the later-stage evaluation pictures should be taken with equipment giving negatives capable of considerable enlargement. For this purpose a press-type camera using 4 x 5 film packs and black-and-white film should usually be employed. A separate exposure meter and ordinary flash bulbs may be used with this equipment since the emergency pressure will be reduced and a slower, more careful technique may be employed.

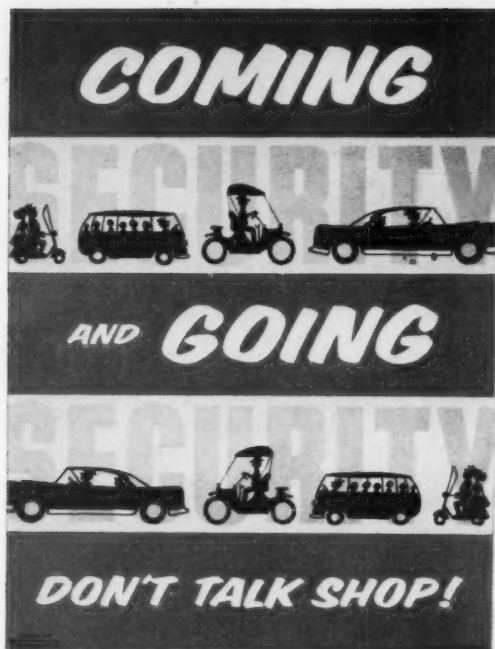
With all types of equipment used in emergencies, good carrying equipment is essential. In addition to the straps of the carrying bag, the camera, flash equipment and other items which are hand-held should be secured with straps so the equipment will not be lost or damaged if the photographer should have to drop everything momentarily and "hang on for himself."

Motion Picture Photography

Disasters should also be covered as thoroughly as possible by motion pictures, particularly to record the rapid advance of fire, falling walls, movement of persons and equipment, and rescues. While much of this work will require the use of a hand-held camera, the value of motion pictures in subsequent study is considerably enhanced by steadiness, therefore a tripod should be used whenever possible.

Both color and black-and-white film should be used. Color is of particular value in fire pictures and

(Continued on page 30)



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Photography in Emergencies (Continued)

should be used wherever possible. Under very poor lighting conditions, it may be necessary to use high-speed black-and-white film.

Quick reloading under difficult conditions is necessary and may indicate a choice of the magazine-type of camera. This also permits a quick shift from one type of film to another. The camera preferably should be of the turret-lens type with built-in light meter or automatic setting.

Inasmuch as ordinary 110-volt circuits may be knocked out, lighting in the form of magnesium flares is desirable for night photography.

As with the still photographers, motion picture men should work in pairs and keep an accurate re-



Toxic gases are allowed to escape by means of roof vents.

cord of each film magazine or roll used. Under normal circumstances 16mm film will be the most practical and will provide an adequate degree of sharpness. Some 8mm rolls may be desirable for use because of handling ease.

Photography at Fire Scene

Photographs should be taken at regular intervals during the course of a fire to indicate how exposed structures are ignited and to record stages in the spreading of the fire. Pictures showing the start of ignition by radiant heat, by electric arcs from overhead high tension services, or by burning brands can be of great assistance in evaluating the development of conflagrations.

Photographs should be taken of fire-fighting operations. These help identify the type of equipment used, the location of apparatus, the techniques employed and their effectiveness. For example, a photograph should be taken immediately before and immediately after the application of water spray, dry chemical, foam or any other special extinguishing material.

Photographs should also show ineffective application of extinguishing devices, failures of apparatus such as burst hose lines and similar faults, as well as

successful techniques. Care should be taken to identify photographically and as accurately as possible the apparatus, equipment, personnel, and the burning structures. This can be done by the inclusion of signs, street numbers, uniform insignia and faces of individuals—all of which may be used afterward in identifying pictures and placing them in proper sequence and location.

Color photography is a valuable aid in all fire photography. It provides the only means of clear differentiation between flame and steam, and is the only good method of identifying burning materials by general class. With color photographs, metal fires in particular are readily identified and distinguished from burning petroleum materials or ordinary combustibles.

Rescue Operations

Rescue operations should be covered thoroughly with photography, not only for the human interest involved, but for the study of techniques. These are of special importance in rescues involving the breaching of walls, removal of debris, temporary support of structures, and in the use of aerial ladders and life nets. Here again, identification through close-ups of faces, street numbers, and so on is especially important for the identification of persons.

Repair and Restoration

Photographs taken during the advance of a fire may prove of considerable value in later restoration work. This is especially true where it is necessary to reproduce a structure as accurately as possible for historical reasons. It should be kept in mind that there may have been failure to document adequately affected buildings before the disaster, so that pictures taken during the disaster itself may be the only record to survive.

Photographs taken immediately after the major phase of the disaster also serve to evaluate damage and provide a means of studying the best method of clean-up and replacement. These are especially necessary to indicate the possibility of collapse during the reconstruction period. Since the major phase of the disaster will have passed, photographs for this part of the record can be taken under better controlled conditions and with greater accuracy.

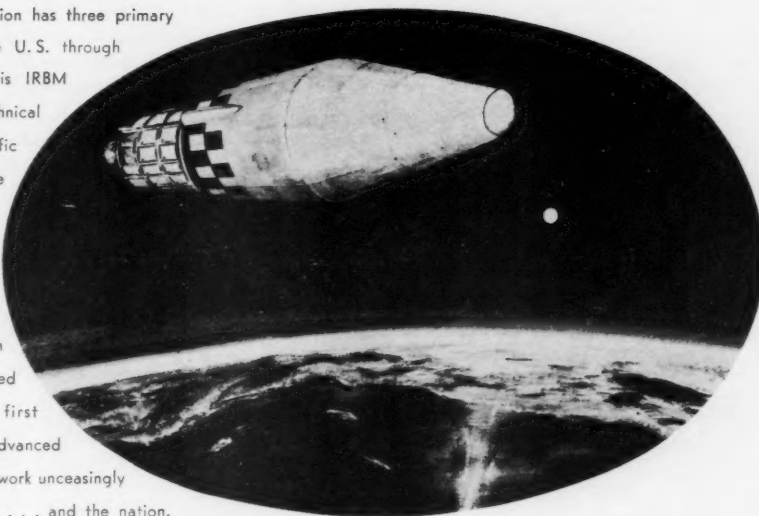


Philip C. Wolz joined Eastman Kodak Co. in 1919 and has served the company in such departments as emulsion coating, industrial economy, and film control. He was appointed as Director of Plant Security in 1951. Prior to this he was assistant superintendent of Industrial Relations at Kodak Park. On June 30, 1958 Mr. Wolz became Assistant to the Director of the Industrial Relations Department, and served in this capacity until he retired in January 1959.

Mr. Wolz is a charter member of ASIS and took an active part in getting the Society started.

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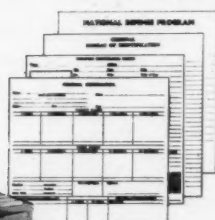
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Security Aids For Management (Continued)

ual in order to formulate the standard practice procedures and carry out his assigned duties in implementing the security program. Management also has great responsibility in the selection, appointment, and training of a Facility Security Officer.)

SECTION II

HANDLING OF CLASSIFIED INFORMATION

The classification of information shall be determined by the Department of Defense, and this facility shall be notified of such security classification. A Security Requirements Checklist (DD Form 254) or letter notification in lieu thereof, shall be furnished by the contracting officer concerned prior to, or concurrent with, the award of the contract. When the contractor has been notified of the classification, he

the functions of receiving, recording and dispatching classified defense material without error or danger of loss or compromise of such information).

STORAGE: (The specific requirements for storage containers are contained in Paragraph 10, Section II of the Industrial Security Manual. This paragraph must contain specific instructions for storage of classified defense information within the facility and be written with such detail that a person unfamiliar with storage procedures may provide proper storage of such information without danger of loss or compromise.)

SAFEGUARDS DURING USE: (These safeguards are contained in Paragraph 11, Section II of the Industrial Security Manual. This paragraph should contain instructions applicable to all Facility Person-



Persons in attendance at the second monthly meeting of the Camden-Philadelphia Chapter of ASIS at Kennys Restaurant, Camden, New Jersey, May 12, 1959.

From left to right seated: Fred Braemer, Globe International Detective System, Philadelphia, Penna., Harry Messick, GE, Philadelphia, Penna., Harold D. Knapp, RCA, Camden, N. J., Joseph F. Price, RCA, Camden, N. J.

Standing left to right: Jerry Kennedy, RCA Astro Electronic Products, Locust Corners, New Jersey, Bernie P. Barczak, RCA, Camden, N. J., C. Gordon Smith, Sears Roebuck, Philadelphia, Penna., William Goodridge, Jr., Burroughs Corporation, Radnor, Penna., Thomas B. Hazleton, Burroughs Corporation, Radnor, Penna., J. Neil Hodge, RCA, Moorestown, New Jersey, Robert Young, Globe International Detective System, Philadelphia, Penna.

shall safeguard the information and all material developed therefrom by clearly indicating thereon the applicable classification marking and by maintaining the security controls as established in the Industrial Security Manual as follows:

MARKING: (This paragraph must contain the specific requirements set forth in Paragraph 7, Section II of the Industrial Security Manual.)

CONTROL STATIONS—RECEIVING, RECORDING AND DISPATCHING: (The general requirements are outlined in Paragraphs 8 & 9, Section II of the Industrial Security Manual. However, this paragraph must contain detailed information concerning the procedures and forms to be utilized by the Facility preparing this manual. These instructions must be in such detail that a person unfamiliar with proper procedures could use them to accomplish

nel who will be afforded access to classified defense information in the discharge of their official duties in conjunction with execution of a classified contract.)

TRANSMISSION: The Facility Security Officer shall be responsible for the transmission of all classified defense information from the facility in accordance with the provisions of paragraph 12, Section II of the Industrial Security Manual. (The instructions contained in paragraph 12, Section II of the Industrial Security Manual are involved and complex. The person or persons charged with these functions should be furnished a copy of these requirements and be held responsible for a thorough knowledge of this particular paragraph; This work should be under the personal supervision of the Facility Security Officer.)

REPRODUCTION: (The requirements for reproduction controls are contained in paragraph 13, Section II of the Industrial Security Manual. To comply with the paragraph, it must contain all controls which are to be used by the Facility to account for reproduction of classified defense information. Past experience has shown these controls to be most effective when placed directly under the supervision of the Facility Security Officer.)

DESTRUCTION: (The requirements for the destruction of classified documents and waste material are contained in paragraph 14, Section II of the Industrial Security Manual. This paragraph shall contain specific instructions for the destruction of classified documents and waste material, and should be written in such detail that a person unfamiliar with destruction procedures may perform these functions without the danger of loss, error, or compromise of such information. Past experience has shown these controls to be most effective when placed directly under the supervision of the Facility Security Officer.)

SECTION III

SECURITY CLEARANCES

When management has made a determination that an individual employee of the facility should be cleared for access to classified defense information, the Facility Security Officer shall be notified. The

Facility Security Officer shall be responsible for the initiation of all clearance requests in accordance with the provisions of paragraphs 15, 16, 17, 18, 19, 20, and 21 of Section III of the Industrial Security Manual. Company Confidential clearance will be granted in accordance with paragraph 18a (3) of the Industrial Security Manual and a certificate executed and filed in the same manner as the letters of consent granted by the Cognizant Security Office.

The Facility Security Officer shall be responsible for the maintenance of the Contractor's Clearance Record in compliance with the provisions of paragraph 22, Section III of the Industrial Security Manual.

SECTION IV

CONTROL OF AREAS

The Facility Security Officer shall be responsible for the establishment, installation, operation, administration and supervision of "Control of Areas" as prescribed by paragraphs 23, 24, and 25, Section IV of the Industrial Security Manual. (NOTE: Establishment of a "closed" or a "restricted" area including supplemental or supplanting control systems, must be closely coordinated with the Cognizant Security Office prior to installation and/or implementation.)

(Continued on next page)

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Security Aids (Continued)

SECTION V VISITOR CONTROL PROCEDURES

Part 1. Visits to Department of Defense Contractors

The Facility Security Officer shall be responsible for compliance on the part of all facility personnel and classified visitors with the General Rules set forth in Paragraph 26, Section V of the Industrial Security Manual.

The Facility Security Officer shall be responsible for the maintenance of the Classified Visitors Register as required by paragraph 27c, Section V of the Industrial Security Manual.

The Facility Security Officer shall be responsible for compliance with the provisions of paragraph 32, Section V of the Industrial Security Manual.

SECTION VI SUBCONTRACTORS, VENDORS, AND SUPPLIERS

The Facility Security Officer shall be responsible for insuring that all business affiliations with Subcontractors, Vendors and Suppliers in connection with classified defense contracts are in strict compliance with the provisions of Section VI of the Industrial Security Manual.

SECTION VII CONSULTANTS

The Facility Security Officer shall be responsible for insuring that all business affiliations involving

Scenes from the organizational meeting of the Utica-Rome Chapter May 1, 1959.



Left Photo: H. B. Beard, (left) Chairman of the Utica-Rome Chapter, ASIS, receiving the Chapter charter from Ernest Felago, North East Region Vice President.
Right Photo: The newly elected officers of the Utica-Rome Chapter of ASIS, left to right: Donald Canfield, Vice Chairman, H. B. Beard, Chairman, and John Winchester, Jr., Secretary-Treasurer.

The Facility Security Officer shall be responsible for the Identification and Control of Visitors in accordance with the provisions of paragraph 27, Section V of the Industrial Security Manual.

(This paragraph should contain specific instructions to implement visitor controls procedures established by the Facility and should be written in such detail that a person unfamiliar with requirements may accomplish them without danger of unauthorized admittance of a visitor, or danger of loss or compromise of classified defense information. The requirements for visitor control procedures are contained in Section V of the Industrial Security Manual.)

Part 2. Visits to Military Activities

The Facility Security Officer shall be responsible for compliance with the General Rules contained in paragraph 30, Section V of the Industrial Security Manual. He shall also be responsible for the initiation of visit requests, in compliance with paragraph 31, Section V of the Industrial Security Manual.

Part 3. Visits to Government Activities other than Department of Defense

Consultants and Consultant Services are conducted in strict compliance with the provisions of Section VII of the Industrial Security Manual.

SECTION VIII MULTIPLE FACILITY ORGANIZATIONS

(WHEN APPLICABLE) The Facility Security Officer shall be responsible for compliance with the provisions of Section VIII of the Industrial Security Manual.

SECTION IX CRYPTOGRAPHIC INFORMATION

(WHEN APPLICABLE) The Facility Security Officer shall be responsible for compliance with the provisions of Section IX of the Industrial Security Manual.

SECTION X GRAPHIC ARTS

The Facility Security Officer shall be responsible for compliance with the Special Requirements for Graphic Arts, Production Control Records, Additional Requirements for Area Controls, Special Conditions for Destruction, and Mailing Lists as set forth in Section X of the Industrial Security Manual.

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